INSTRUCTIONS FOR GROUNDFISH DAILY CUMULATIVE PRODUCTION LOGBOOK (DCPL)
CATCHER/PROCESSOR: TRAWL GEAR

1. RESPONSIBILITY

The owner of a catcher/processor is responsible for compliance with the applicable recordkeeping and reporting requirements of 50 CFR part 679 and must ensure that the operator or representative complies with these requirements. The signature of the owner or operator on the DCPL is verification of acceptance of that responsibility.

2. TIME LIMITS

The operator of a catcher/processor must:

	TIME LIMIT
Record time, position, and estimated total groundfish catch weight	Within 2 hours after completion of gear retrieval.
Record discard/disposition information	By noon each day to record the previous day's discard/disposition .
Record all other information required in the DCPL	By noon of the day following completion of production.
Notwithstanding other time limits, record all information required in the DCPL	Within 2 hours after the vessel's catch is off-loaded.
Sign the completed DCPL logsheets	By noon of the day following the week-ending date of the weekly reporting period.
Submit the yellow DCPL copies each quarter to: NOAA Office of Enforcement Alaska Region Logbook Program P.O. Box 21767 Juneau, Alaska 99802-1767	Quarter/Submit by 1 (Jan 1 - Mar 31) May 1 2 (Apr 1 - Jun 30) Aug 1 3 (Jul 1 - Sep 30) Nov 1 4 (Oct 1 - Dec 31) Feb 1 of the following year.

Goldenrod Logsheet
The goldenrod logsheets are provided to support a separate data collection by the NMFS Observer Program.

3. INFORMATION REQUIRED ON ALL LOGSHEETS

Account for each day of the fishing year and indicate in the DCPL whether the catcher/processor is active or inactive throughout the year.

Fishing activity for a catcher/processor is defined as harvesting, discarding, or processing of groundfish.

If a catcher/processor is	Then
Active. a period of time when the catcher/processor is checked-in.	Complete one logsheet per day or up to 7 days on one logsheet
Active But Not Fishing. Anything that does not qualify as active or inactive	Use one logsheet. 1. Check "active but not fishing" 2. Record the first and last day when active but not fishing 3. Indicate why catcher/processor is active but not fishing.
Inactive. A period of time when the catcher/processor is not checked-in.	Use one logsheet. 1. Check "inactive". 2. Record the first and last day when inactive. 3. Indicate why catcher/processor is inactive

If the time period that a catcher/processor is inactive or active-not-fishing extends across two or more successive quarters, complete two logsheets: the one to indicate the last day of the first inactive or active-not-fishing quarter and the next page to indicate the first day of the second inactive or active-not-fishing quarter.

Page Numbering. Number the pages in each logbook consecutively, beginning with page 1 and continuing throughout the logbook for the remainder of the fishing year.

Logbook Numbering. If more than one logbook is used in a fishing year, the page numbers should follow the consecutive order of the previous logbook.

Catcher/processor Name. Enter complete name as displayed in official documentation.

Operator Name and Signature. Enter printed name and signature of operator; signature verifies the accuracy and completeness of data on the logsheet.

ADF&G Processor No. Enter State of Alaska Department of Fish and Game processor code number of the catcher/processor.

Federal Fisheries Permit No. Enter Federal Fisheries Permit Number of the catcher/processor.

Use a separate logsheet	For each day of an active period
	If harvest from more than one reporting area.
	Use two separate logsheets, the first to record the information from the reporting area that includes the COBLZ or RKCSA and the second to record the information from the reporting area that does not include the COBLZ or RKCSA.
	If harvest under a Western Alaska Community Development Quota (CDQ) program; if fishing under more than one CDQ number, use a separate logsheet for each.
	If harvest under an AFA Co-op
	If harvest under a research program
	If harvest under an experimental fishery

4. INFORMATION REQUIRED FOR EACH DAY THE VESSEL IS ACTIVE.

Gear Type. Circle the gear type used to harvest the groundfish.

Crew Size. Enter the number of crew on the last day of the weekly reporting period, excluding certified observer(s).

Federal Reporting Area. Enter the reporting area code where gear retrieval was completed.

Use the reporting area codes presented in Figure 1 and Figure 3.

If a haul or set occurs in more than one reporting area, record the area code where gear retrieval was completed, regardless of where the majority of the haul or set took place.

COBLZ or RKCSA. Indicate whether catch was harvested in COBLZ or RKCSA.

Observer Information.
Enter the number of NMFS-certified observers aboard the vessel.
Enter printed name and cruise number of each observer aboard the vessel.

Management Program. Check to indicate:
CDQ. Whether harvest is under a CDQ program; if yes, record the CDQ number.
AFA. Whether harvest is under an AFA Co-op; if yes, record the AFA number.
Research Program. Whether harvest is under a research program; if yes, record the research program number.
Experimental Fishery. Whether harvest is under an experimental fishery; if yes, record the experimental fishery number.

5. CATCH BY HAUL OR SET.

Record the following information for each haul or set.

Haul or Set No. Enter the number of the haul or set in sequence by year.

Time of Gear Deployment Indicate begin time (to the nearest hour) of the haul or set where the trawl gear reaches the fishing level and begins to fish.

Begin Position of Haul or Set. Enter latitude and longitude of begin position (to at least the nearest minute) of the haul or set. Optional: record to the nearest second or fraction of a minute.

Ave. Sea Depth. Circle meters (M) or fathoms (FM).
Use the same units to report sea depth throughout the year.
Enter average sea depth for the haul or set, recorded to the nearest meter or fathom.

<u>Ave. Gear Depth.</u> Circle meters (M) or fathoms (FM).

     Use the same units to report gear depth throughout the year.

     Enter average gear depth for the haul or set recorded to the nearest meter or fathom.

<u>Date and Time of Gear Retrieval.</u> Enter the date and time (to nearest hour) where retrieval of trawl cable commences.

<u>End Position of Haul or Set</u>. Enter latitude and longitude of end position (to the nearest minute) of the haul or set. Optional: record to nearest second or fraction of a minute.

<u>Target Species</u> List the species codes for the main species you expect to harvest this haul or set.

<u>Estimated Total Round Catch Weight</u>.

     Circle either lb or mt. Use the same units to report weight throughout the year.

     Enter the estimated total round catch weight of all species except pollock and Pacific cod in pounds or to the nearest mt.

     Enter the round catch weight of pollock to the nearest pound or metric ton.

     Enter the round catch weight of Pacific cod to the nearest pound or metric ton.

6. PRODUCT INFORMATION.

Record the following information for each product. Check either pounds (lb) or metric tons (mt).

<u>Daily Total</u>.

     Enter the total amount of product -- by species codes, product codes, and product designation -- that was produced each day.

> Use the species codes, product codes, and product designations presented in Table 1 and Table 2.

Example 2
to describe two products from the same fish:
270 -- P -- 23 (pollock/ primary product, fillets)
270 -- A -- 14 (pollock/ancillary product, roe).

Example 3
to describe multiple products:
Out of 100 mt of pollock:
  90 mt processed into 13.5 mt deep skin fillets + 2.7 mt roe
      270 -- P -- 24 = 13.5 mt
      270 -- A -- 14 =   2.7 mt
  10 mt small and damaged pollock + 73.8 mt pollock parts
    processed into 14 mt meal. Total meal = 83.8 mt
  12% (10/83.8) of the meal = 1.68 mt is primary
  88% (73.8/83.8) of the meal = 12.32 mt is ancillary
      270 -- P -- 32   =   1.68 mt
      270 -- A -- 32 = 12.32 mt

Example 4
to record an unlisted, ancillary product.
Enter product code 97 and write in the name of the product.
     270 -- A -- 97
pollock, ancillary product, livers

If no production occurred for a day, write "NO PRODUCTION" on the "daily total" line.

<u>Balance Forward</u>.

     Enter the total amount of product, by species codes, product codes, and product designation, carried forward from the previous day.

     At the beginning of each weekly reporting period, the product amount is zero, and nothing shall be carried forward from the previous weekly reporting period.

<u>Weekly Cumulative Total</u>.

     At the end of each weekly reporting period, enter the cumulative total product weight, by species codes, product codes, and product designation calculated by adding the relevant daily total and the total carried forward for that week.

     Calculate cumulative production totals for each reporting area, gear type, and CDQ number.

7. DISCARD/DISPOSITION INFORMATION.

> Use species and product codes presented in Table 1 and Table 2.

Check either lb or mt. Use the same units to report weight throughout the year.

Daily Total.

Weight. Record daily the species code, product code, and the total estimated discard/disposition amounts in whole fish weight for each groundfish species or species group and Pacific herring in pounds or to at least the nearest 0.001 mt.

Numbers of animals. Record daily the species code, product code, and discard/disposition amounts by number of Pacific salmon, steelhead trout, Pacific halibut, king crab, and Tanner crab.

Discards bled from an unsorted codend. If fish are discarded (bled) from an unsorted codend, estimate and record the amount of each species discarded (use Code 98).

No discard/disposition.
If there are no discard/disposition for a day, write "NO DISCARDS", "0", or "ZERO" on the "daily total" line.

Balance Forward.
Enter the total amount of discard/disposition, by species and product codes, carried forward from the previous day.
At the beginning of each weekly reporting period, the discard/disposition amount is zero, and nothing shall be carried forward from the previous weekly reporting period.

Weekly Cumulative Total.
Enter the total discard/disposition amount by species and product codes, calculated by adding the relevant daily total and the total carried forward.
Calculate cumulative discard/disposition totals for each reporting area, gear type, and CDQ program.

Comments (optional)